

# Work health

## Work health policy template

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### How to use the policy template

1. Read stage one of the work health planning guide: Management commitment.
2. After your management has endorsed the health and wellbeing program, use this as a template for your policy or statement.
3. This should outline your organisation's vision for improving employee health and wellbeing.

Note: This policy template can be branded, changed or manipulated to cater for the individual needs of your organisation.

# Work health and wellbeing policy

## 1. Policy statement

*[Insert company/workplace name]* will ensure that all work practices, the work environment and the workplace culture will value, enhance and protect the health and wellbeing of all employees.

## 2. Scope

This workplace health and wellbeing policy outlines how *[Insert company/workplace name]* will support the health and wellbeing of all employees. The policy is applicable to all *[Insert company/workplace name]* employees and aligns with other relevant health and safety policies and guidelines.

## 3. Goals and objectives

This workplace health and wellbeing policy provides the foundation for developing activities and modifying work environments, policies and practices that support the health and wellbeing of all employees. Positive benefits are also likely to extend beyond employees to result in better health for families and the community.

*[Insert company/workplace name]* will enhance workplace health and wellbeing by:

- establishing and supporting a workplace health and wellbeing committee
- creating and supporting a workplace health and wellbeing program
- consulting with employees to ensure workplace health and wellbeing strategies meet the needs of the workforce
- supporting employee participation in health and wellbeing activities (including allowing activities to be held on work premises outside of work hours)
- supporting employees to adopt and maintain healthy behaviours and decrease unhealthy behaviours.

## 4. Responsibilities

### Executive management team/management team

The *[Insert company/workplace name]* senior executives will do all they can to enhance the health and wellbeing of employees by ensuring that the health of employees is valued, workplace environments and systems are supportive of employee health and wellbeing and employees have the opportunity to participate in health and wellbeing activities.

*[Insert company/workplace name]* senior executives will participate in and encourage employee participation in the health and wellbeing program and support and contribute ideas, opinions and expertise to the work of the health and wellbeing committee.

### Human resources department

The *[Insert company/workplace name]* human resources department will do all it can to enhance the health and wellbeing of employees by ensuring that the health of employees is valued, workplace environments and systems are supportive of worker health and wellbeing, and employees have the opportunity to participate in health and wellbeing activities.

*[Insert company/workplace name]* human resources department will review, revise or develop human resources policies that ensure consistency with this policy and support for workplace health and wellbeing, in consultation with the health and wellbeing committee and health and wellbeing coordinator.

#### Workplace health and wellbeing committee

The *[Insert company/workplace name]* workplace health and wellbeing committee will enhance workplace health and wellbeing by assessing needs, collaboratively developing, implementing and evaluating health and wellbeing initiatives, and facilitating long term cooperation and commitment to workplace health and wellbeing.

#### Employees

*[Insert company/workplace name]* employees will work within any procedures and policies implemented to address workplace health and wellbeing, contribute ideas, opinions and expertise to the workplace health and wellbeing committee and health and wellbeing coordinator and participate in relevant initiatives.

### **5. Health and wellbeing activities**

Health and wellbeing activities that contribute to the achievement of this policy's aims and objectives will be outlined within the collaboratively developed health and wellbeing plan. The health and wellbeing plan identifies specific health and wellbeing initiatives and their management.

### **6. Policy review**

This workplace health and wellbeing policy will be reviewed annually by the health and wellbeing committee and the health and wellbeing coordinator in conjunction with the executive management team and human resources department.

\*Ensure the review is properly signed off and dated by the relevant committee or management representative.

Health and wellbeing committee chair signature:	Date:
Director signature:	Date:
CEO signature:	Date:

#### **Acknowledgment**

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